

**Federal Executive Board  
Emergency Readiness, Response & Recovery (ER3) Committee  
Meeting Minutes,  
March 21, 2005**

1. The meeting was called to order at 1:05 p.m. in Room 1.103 (GSA Conference Room), Robert A. Young Federal Building by the Acting Chair, Mike Rector, US Army Corps of Engineers.

Members, or alternates, in attendance were:

Mike Rector, Acting Chair – U.S. Army Corps of Engineers  
Mark Claywell - National Geospatial-Intelligence Agency  
David Elkington - FBI  
Bruce Frana - Federal Protective Service  
LCDR Edgar Graves - DCMA  
MAJ Lloyd Hurst (Alternate) - Army Human Resource Command-STL  
Carol McAllister - Coast Guard, Marine Safety  
Timothy McFall - Scott AFB, 375th Civil Engineer Squadron  
Charlie Meyer - GSA (FEB Chair)

In addition, the following guests were in attendance:

Dennis Prevett - FEMA  
Susanne Valdez - FEB

2. The primary order of business for this meeting was to review and approve the proposed Charter of the Gateway Continuity of Operations Working Group (GCWG). The Charter and the Objectives, Tasks and Goals developed by the GCWG as an addendum to the Charter were both reviewed. Some minor wording changes were made to the Charter to clarify that the GCWG was established to provide information and enhance communications relative to agency Continuity of Operations (COOP) plans, and not to mandate methodology. Changes were also made to the addendum to provide similar clarification and to eliminate goals which were not achievable due to laws and regulations. The revised Charter was approved unanimously by those in attendance.

3. The Committee also briefly discussed a recent request for information made to Susanne Valdez by Paula Bridgham of OPM, who is responsible for FEB coordination. OPM had observed on CNN the emergency situation which was occurring in Maryland Heights where a man claimed to have explosives in his vehicle and was threatening to detonate them, and was requesting additional information regarding actions the federal community was taking in response to the situation. Susanne was not aware of the situation and was not able to address her question, but indicated that this was evidence that the FEB, and specifically the ER3 Committee, was being viewed as the organization responsible for providing information if there was a emergency event. In this case the Committee felt that the OPM request was an unrealistic expectation since the situation did not involve, nor was near, any federal facility. However, it does emphasize the expectation if a situation should occur at or near a federal facility in the St. Louis area.

4. Before adjourning, there a brief discussion of the next major task for the Committee, the review & update of the Emergency Assessment & Dismissal Plan. It was agreed that the next meeting would address this item, and all attendees agreed to review the current plan and be prepared to discuss the make up of the revised plan.

5. No date was set for the next meeting of the ER3 Committee. Once a date has been established, an announcement will be sent out to all members and alternates.

6. The meeting adjourned at approximately 3:15 p.m.